



# KCJIS NEWS

NOVEMBER 2012

## NEW ONLINE RESOURCES ARE REASON TO BE THANKFUL.

DON CATHEY – KCJIS INFORMATION SECURITY OFFICER

The holidays are a good time to reflect on all the good things that have happened this past year and give thanks for them.

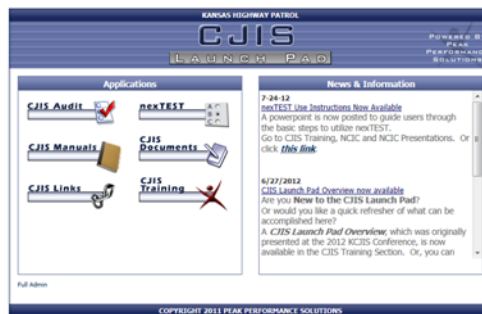
I submit that there some new resources that have been made available to KCJIS users this past year that, if not totally praiseworthy, are at least worthy of mentioning.

The first is the implementation of the Kansas Highway Patrol CJIS Launch Pad. In your internet explorer, typing <https://cjisaudit.khp.ks.gov/launchpad> presents an entry into several sets of information for KCJIS users.



### INSIDE THIS ISSUE:

NEW ONLINE RE-SOURCES—CONTINUED	2
NEW ONLINE NCIC VALIDATIONS	2-3
JJA REQUEST	4
KHP NEW TECHNICAL AUDITOR	5
DNA DATABANK	6
KIBRS REPORTING	6
KHP NEW DATA QUALITY AUDITORS	7
NEW ONLINE TESTING	8-11
PALMPRINT SUBMISSIONS	12
LE EMPLOYMENT COUNT CHANGES	12
OFFENDER REGISTRATION REMINDERS	13-15
NEWS FROM THE KBI HELP DESK	15-21



KCJIS Userid and ORI in uppercase letters.

CJIS Documents has many of the forms we require as part of the operation of KCJIS.

The “CJIS Manuals” and “CJIS Training” applications are resources for current manuals and materials for the required training. Then login and take online tests for Security Awareness and NCIC certification in NexTEST. Some of the areas require a login. Typically this will be your

In August 2012, the FBI CJIS division announced the **CJIS Security Policy Resource Center**. From <http://www.fbi.gov/about-us/cjis>, locate the link to **Security Policy Resource Center** under Other Programs to access the FBI CJIS Security Policy in another user friendly interface.

## NEW ONLINE RESOURCES ARE REASON TO BE THANKFUL— CONTINUED

As you plan new programs and technologies, I urge you to review the “[Requirements and Transition Document](#)” link located just above the manual. It has all the “shall” statements in the FBI policy that we all must adhere to.



To further explain some policies, a link to [Use Cases](#) is also provided. The Use case for Advanced Authentication explains various ways advanced authentication can be implemented by local agencies to your own systems. This is especially timely as the grandfathered exception to the AA requirement for patrol cars expires in Sept 2013.

## NEW ONLINE NCIC VALIDATION PROCESS

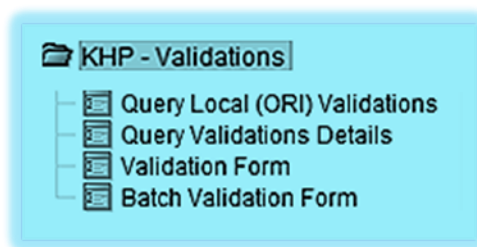
AMY JOHNSON – KHP CJIS UNIT

The new NCIC online validation process is well under way. The Kansas Highway Patrol initiated the online NCIC record validation process beginning in August 2012. The transition from the manual system to the new online process has been relatively smooth. The OpenFox online validation application streamlines the validation process and helps ensure the accuracy of records in a timely manner.



### Overview of New NCIC Validation Process

In order to validate an NCIC record you must first query your agency records through OpenFox using the Query Local Validations form (QVAL). Second, using a validation worksheet, validate the information in the case file. Third, you must query all possible criminal justice information systems that you have access to ensure there is no new information to add to the NCIC file. You must remember the golden rule, “Pack the record”. Once you have completed these steps and the validation worksheet you can continue with validating, modifying, cancelling or clearing a record from NCIC using the Query Validations Details (QVAD) and Validation Form (VAL) through OpenFox. The validation forms are located under the KHP Validation folder. The last step is to file the validation worksheet along with supporting documentation and a copy of the updated NCIC record with the case file.



## NEW ONLINE NCIC VALIDATION PROCESS—CONTINUED

**Validation Notifications**

A series of three notification messages are sent to each agency notifying the entering ORI there are records requiring validation and that those records are ready to be accessed. The first notification should be received on the first Saturday of each month. As the validation window for the current cycle proceeds, the application will send two additional notifications to the entering ORI at 20 days and 10 days as a reminder there are records requiring validation. All of the validation notifications are delivered through the standard OpenFox Message Switching network.

If NCIC records are not validated within a month the ORI will receive a Failure to Validate notification (.\$F). This message will include a copy of the records. Any NCIC records that have not been validated will be purged. An ORI will receive a Purge Failure to Validate notification (.\$P), indicating all records that have not been validated in the required time frame are retired by the NCIC system.

**Batch Validations**

Since the implementation of the new online validation process, the Batch Validation form has been added to the OpenFox application. This new form allows for a user to validate a group of records that are of the same record type at the same time. On that note, a user must modify, clear or cancel any records from the specific record type before utilizing the batch validation form.

**Important Notes**

As a reminder, in order to validate your agency NCIC records online you **MUST** have an OpenFox terminal and be a full access user. If your agency serves a non-terminal agency or an agency that is not 24 hours, it is the responsibility of the Serving Agency to coordinate how to handle the validation process and delivery of validation notifications. In some cases the validation process is a shared responsibility due to the User Agency having access to the case files, but no access to OpenFox or the Serving Agency not having access to the case files, but has access to OpenFox.

Additionally, the list of validation records an agency receives that are not a “live list”. That means, any modifications that have been done to a record after the time the list was pulled from the FBI, will not reflect in the list an agency receives. When modifying any type of record regardless of date of entry it is important to complete the Validator Name (VLN) field by typing in your last name (coma) first name. This field will update the validation date listed on the NCIC record.

If a non-terminal agency would like to have access to an OpenFox terminal they can contact Don Cathey, [dcathey@khp.ks.gov](mailto:dcathey@khp.ks.gov) or 785-368-6518.

If you experience any problems with completing your NCIC validations please contact the KHP CJIS Unit 785-296-5981.



## COMMITTEE MEMBERS

Chairman

*Dennis Taylor**Dept. of Administration*Members*Steve Montgomery, CITO**Kansas Bureau of Investigation**Capt. Randy Moon**Kansas Highway Patrol**Capt. Lance Royer**Shawnee County Sheriff**Kansas Sheriff's Association**Chief Ed Klump (Retired)**Kansas Association of**Chiefs of Police**Harold Sass, CITO**Kansas Dept. of Corrections**Kelly O'Brien, CITO**Office of Judicial Administration**Kevin Cronister**Juvenile Justice Authority**Brad Gilges**Franklin Co. Sheriff**911 Providers Association**Amber Norris**Butler Co. Attorney**Kansas County & DA**Association**Phil Fielder**Kansas Assoc. of Court Clerks  
and Administrators*

## EXECUTIVE DIRECTOR

*Gordon Lansford*

## Kansas Criminal Justice Information System

September 4, 2012

Dear Local Criminal Justice Agency:

Kansas Juvenile Justice Authority (JJA) personnel in rural Kansas communities are experiencing difficulty in connecting to the **Kansas Juvenile Justice Information System (KJJIS)** in a manner that allows for effective and efficient processing of juvenile justice information. To that end, JJA has requested our guidance concerning the use of local Criminal Justice Agency network connections to expedite their processing of **KJJIS** submissions.

The purpose of this letter is to notify you that I have reviewed their request and I believe such collaboration is permissible under NCIC, FBI CJIS and KCJIS policies provided certain safeguards and policies are adhered to. Prior to entering into an agreement between your agency and JJA, you should check applicable NCIC, FBI CJIS and KCJIS policies to ensure that you do not inadvertently violate any of those policies. It will be necessary for both parties to execute a Local Agency Network Sharing Agreement (KCJIS 253 form). The following is a partial list of requirements to allow JJA personnel to use your local agency network to accomplish their needs:

- Any individual who will have unescorted access to areas where Criminal Justice Information (CJI) is available must meet the personnel access requirements outlined in KCJIS policy.
- Ensure all personnel granted access to areas and facilities where CJI is processed read and sign a KCJIS Security Awareness Statement.
- Ensure that policy requirements pertaining to technical security are met for any computer accessing your network.
- Before granting unescorted access to non- agency personnel, the attached security agreement between both agencies must be executed.

This collaboration between KCJIS member agencies and JJA personnel will vastly improve the ability of JJA personnel to process juvenile justice matters in a timely manner, thus benefiting everyone involved in encounters with juveniles.

If you have questions, you may contact me at (785) 368-6518 or by e-mail at the following address: [dcathey@khp.ks.gov](mailto:dcathey@khp.ks.gov).

DON CATHEY, PSA III

KCJIS Information Security Officer (ISO)

## KHP WELCOMES NEW TECHNICAL AUDITOR

Kip Ballinger has joined the KHP Troop M CJIS Technical Audit unit as of November 1, 2012.

Recently retiring from over 28 years of service as a Trooper with the KHP, he was a charter member of the KHP's Critical Highway Accident Response Team and conducted technical traffic crash investigations and reconstructions for nearly 19 years. During this time, he helped develop the curriculum and instructed many of the Accident Investigation courses at KHP training Academy.

He is an accredited traffic accident reconstructionist and has offered expert witness testimony before State, Federal, and Military trial courts. Prior to his employment with the KHP, Ballinger worked for the Franklin County Sheriff's Dept.

Kip holds an Associate of Arts degree in Administration of Justice from Johnson County Community College; a BA in Business Management from Ottawa University; and a MBA from K-State.

Outside of law enforcement, Kip owned and operated an Internet Service Provider (ISP) business from 1998 to 2008. The business offered nationwide dial-up access, local wireless broadband access, computer sales and repair, networking, and other related services. The business managed servers for various points of presence, hosted mail servers and a database server for user authentication; integrated a router-based firewall; implemented routers for dual 'backbone' circuits with traffic load balancing; used web-enable remote power management hardware; and operated both Windows and Linux servers.

It was during this time, he acquired a working knowledge of internet troubleshooting, remote user support, computer diagnostics and repair, computer hacking and viruses removal, wireless internet technology, and network security. Skills that we hope to put to use in his new role as a KCJIS technical security auditor for the KHP based out of the Salina area.

He and his wife currently reside in the rural Salina area.

Welcome Kip!

## DIVERSIONS

BY SHERI SHARP

The KBI has noticed an increase in diversions being reported with fingerprints though a livescan. If you attempt to submit a diversion using a livescan device, the information will transmit to the rapsheet incorrectly. It will look like a conviction, not a diversion.

If you have a summons or citation that results in a diversion and fingerprints

to be collected, you need to either manually ink the individual and send the fingerprint card with the diversion information written on the back of the card or you can print the livescan card (do not transmit) and mail it with the diversion information on the back.

If a person was arrested and fingerprinted at the time of the arrest then fingerprints

are not required at the time of the diversion. The diversion can be reported on the Kansas Disposition Report (KDR) or with a journal entry.

It is always a good idea to check KCJIS rapsheets occasionally to be sure that what you are submitting is being reported as you intended.





## FROM THE DNA DATABANK:

JOHN GAUNT—KBI

We want to thank all of the booking stations across Kansas for their continued diligence to ensure that a DNA sample is collected during booking. This simple procedure of collecting an oral DNA sample from a qualifying offender could make the difference in a case.

A kindly reminder: If you are involved in the submission process, please double check the paperwork with the oral collector to make sure that the names match. For example, an offender might give the booking officer a nickname or an alias when the sample is collected, and give the officer his proper name when the paperwork is prepared. If the submission has different names on the collector and on the DNA card, we would have to contact the agency and find out which name should be entered.

We occasionally field this question: Can an offender get his DNA sample expunged? The Kansas statute on the DNA Databank, KSA 21-2511, states that an offender can follow a procedure to have his DNA sample expunged. The form is available on the Kansas Bureau of Investigation website:

<http://www.accesskansas.org/kbi/info/docs/pdf/DNAExpungementApp.pdf>

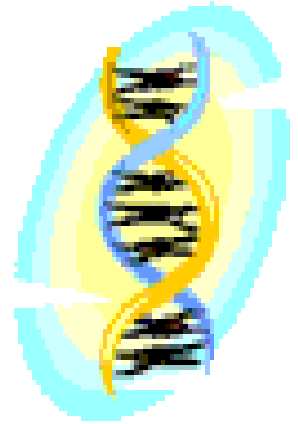
Note that the offender is responsible to initiate this procedure.

Finally, the DNA Databank can send your agency postage paid envelopes for your submissions. Though limited quantities, it definitely eases the guesswork of how much postage to put on the envelopes. A single submission is \$1.95 parcel rate; and we hear that postage is going up after the first of the year. You did the right thing by collecting a DNA sample; let us help you with postage.

John Gauntt: 785-296-8329  
[john.gauntt@kbi.state.ks.us](mailto:john.gauntt@kbi.state.ks.us)

Marilyn Timberlake: 785-296-5461  
[marilyn.timberlake@kbi.state.ks.us](mailto:marilyn.timberlake@kbi.state.ks.us)

Jessica Watts 785-296-5083  
[jessica.watts@kbi.state.ks.us](mailto:jessica.watts@kbi.state.ks.us)



**A kindly reminder: If you are involved in the submission process, please double check the paperwork with the oral collector to make sure that the names match.**

## KIBRS REPORTING: FEDERAL CHANGES TO RAPE DEFINITION

BILL REID—KBI

Last January, Attorney General Eric Holder announced revisions to the Uniform Crime Report's (UCR) definition of rape, which will lead to a more uniform statistical reporting of rape nationwide. The new definition of rape is: "The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." The definition is used by the FBI to collect information from local law enforcement agencies

about reported rapes. This change is scheduled to take effect in April 2013.

Despite the media attention and confusion across the country regarding this issue, **individual agencies should continue to report to KIBRS using existing state statutes** for each type of offense. For example, continue to report aggravated criminal sodomy as 21-5504b. These offenses will be converted by the State Program and sent to the FBI using a NIBRS code of 11A. This will allow our continued ability to break out all

newly defined 11A reports into their respective crimes while meeting the FBI mandate of lumping them all together.

In short, despite all the talk nationwide regarding the changes in the definition of rape, **there will be no change to how individual agencies report these various offenses to the State Program.**

Feel free to contact Janell Zeiler [Janell.zeiler@kbi.state.ks.us](mailto:Janell.zeiler@kbi.state.ks.us) or Bill Reid [bill.reid@kbi.state.ks.us](mailto:bill.reid@kbi.state.ks.us) with any questions regarding this transition.



## KHP WELCOMES TWO NEW DATA QUALITY AUDITORS

Gary Stephen has joined the KHP Troop M CJIS unit as a Data Quality Auditor as of May 2012.

Prior to Gary's employment with the KHP he spent many years serving in Law Enforcement starting as a reserve officer for the Phillipsburg Police Department in 1987. In 1988 Gary became a full time police officer graduating in the 107<sup>th</sup> from KLETC. In 1990 the Phillipsburg Police Department consolidated with the Phillips County Sheriff's Office. Gary was then assigned as a full time Deputy Sheriff until 1993. At that time Gary was promoted to Patrol Sergeant and held that position until his advancement to Undersheriff in 1994. Gary served as the Undersheriff from 1994 – 2005.

After leaving the Sheriff's Office in 2005 Gary served as a corrections officer at the Norton Correctional Facility before accepting a position as a Child Abuse / Neglect Investigator with the Kansas Department of Social and Rehabilitation Services (now DCF).

Gary holds a degree in Criminal Justice Administration.

Gary, his wife Amy of 20 years, and their two daughters reside in Phillipsburg.



Mandy Walker transferred from KHP Central Dispatch to the CJIS Unit in September 2012.

Mandy was hired in October 1999 as a Communications Specialist I at central dispatch in Salina. In 2001 Mandy was promoted to Communications Specialist II. She held that position until transferring over to the CJIS Unit as a Data Quality Auditor.

Mandy, her husband Scott and their two boys reside in rural Saline County.

Welcome Gary and Mandy!

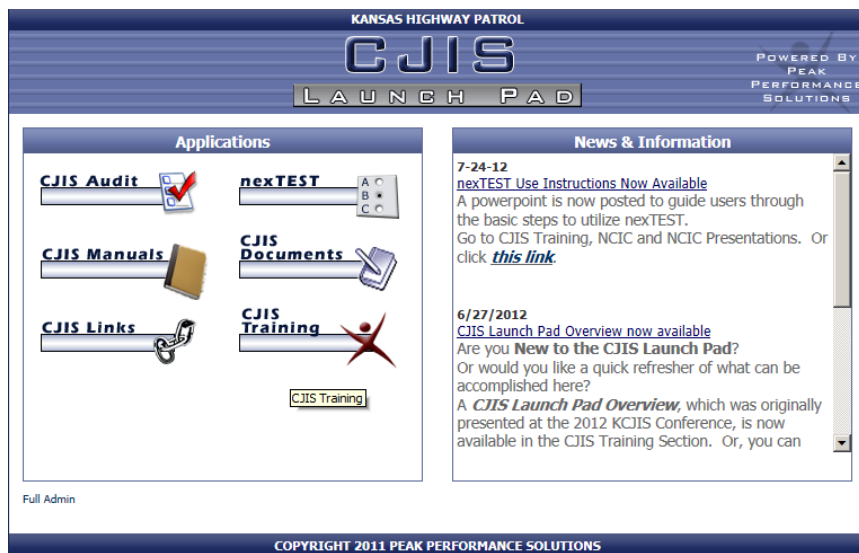
## NEW ONLINE TESTING

**HOLLY HARWOOD – KHP CJIS UNIT TRAINER / AUDITOR SUPERVISOR**

As our unit transitions into the ever changing field of online capabilities, several things have and will be moved over to web based applications.

The first change we have already implemented this year is the availability for users to take their first time limited access or NCIC re-certification test online in a system called nexTEST. In taking the test online it produces the score immediately and gives the user the option of printing off a certificate. This also allows the TAC for the agency to better track certification dates. Since we no longer send out monthly certification lists the TAC can simply log in, run a report and check who is due for re-certification. If a new employee hires on and needs to be set up for online testing the TAC needs to call or email their regional auditor so he / she can enter the new user.

To access nexTEST go to <https://cjisaudit.khp.ks.gov/launchpad>. On the front page you will click on nexTEST.



On the next screen you will select User login if you are signing in to take the test or Agency login if you are the TAC signing in to run a report.





**NEW ONLINE TESTING—CONTINUED**

You will then type in your user name, which is generally the same as your KCJIS user ID and your password which is your ORI.



The screenshot shows the 'User Login' interface for the nexTEST CJIS TESTING system. At the top, it says 'Kansas Highway Patrol' and 'nexTEST CJIS TESTING'. Below this is a 'Launch Pad Home' button. The main area contains a 'User Login' form with fields for 'User Name:' and 'Password:', a 'Submit' button, and a 'Reset' button. A 'User Login Form' label is also present. At the bottom, there is a 'nexTEST Home' button and a copyright notice: 'Copyright © 2012 Peak Performance Solutions'.

Once you sign if you should see the below screen.



The screenshot shows the 'Welcome' screen for the nexTEST CJIS TESTING system. It displays the user's name 'HOLLY HARWOOD' and a 'Help' button. Below this are tabs for 'NCIC Certification', 'Non-NCIC Certifications', and 'Training Registration'. The main area shows 'Your Certification: Full Access NCIC Certification' with an 'Expiration: APR 14, 2013'. A 'Certification' section lists 'Full Access NCIC Certification' with a 'Begin Test' button. At the bottom, there is a 'nexTEST Home' button and a copyright notice: 'Copyright © 2012 Peak Performance Solutions'.

Simply click on Begin Test to start it. This test is not timed but will time out if it sets idle for too long. Once you start the test you must complete it in one setting. There is not option of saving it and finishing it later. If for some reason you are unable to finish it once you start it you will simply log out and start from the very beginning the next time you log in.

**NEW ONLINE TESTING—CONTINUED**

In order to run a report the TAC will select Agency login and enter his / her username (same as KCJIS user ID generally) and password which is the ORI. The below screen is what will appear once the TAC logs in.



He / she will select reports and enter the applicable information. The report list can be filtered by test type, active, inactive or all users and by date.



## NEW ONLINE TESTING—CONTINUED

If the TAC selects by Expiration Report he / she will get the below screen.

The TAC will need to set their filters and hit submit. He / she will then get a list showing the users that fall into the selected filters.

OPERATOR NAME	USER ID	ORI	USER LEVEL	EXPIRATION DATE
STROLE, ROD	TPKHQRAS	KSTEST001	Full Access NCIC Certification	Mon Oct 1, 2012

Once the user takes their test their expiration date will update automatically.

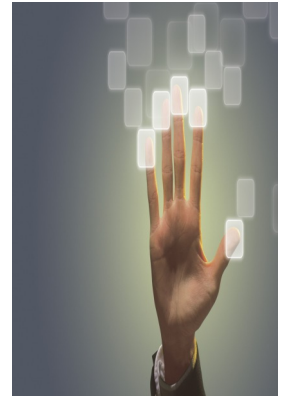
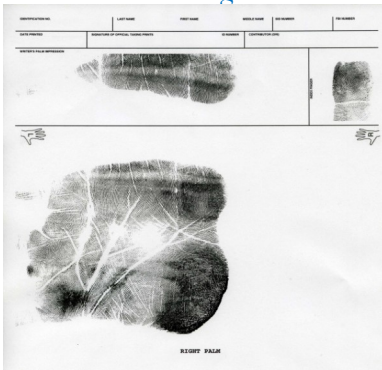
## ARE YOU SUBMITTING PALM PRINTS?

TINA ORTEGA, TRAINER, KBI

As of July 2007 agencies MUST submit Palm Prints inked or Livescan.

### PALM PRINT SUBMISSIONS

- K.S.A. 21-2501 requires palm prints to be submitted along with the tenprints to the KBI for all felonies, Class A & B misdemeanors and Class C assaults. Palm print and writer's palm are to be taken for both hands. One hand per palm print card. Fingerprint and palm print cards can be ordered from the FBI at [www.FBI.gov](http://www.FBI.gov).



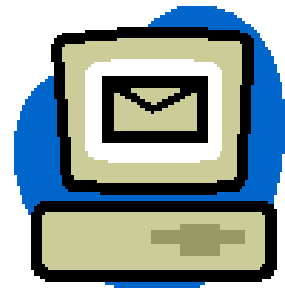
## LAW ENFORCEMENT EMPLOYMENT COUNT CHANGES

BILL REID—KBI

This year the annual Law Enforcement Employment Count surveys are being emailed with an electronic form. Please complete the form within the worksheet and email the completed survey back.

The plan is to email it to the Chief/Sheriff/Director but it may be sent to our KIBRS contact if an email is not available for the head of the agency.

Please contact me at [bill.reid@kbi.state.ks.us](mailto:bill.reid@kbi.state.ks.us) if you have not received this form.



## OFFENDER REGISTRATION Q AND A

JESSICA DULTMEIER - KBI

**Q. During the registration process, when should a supplemental sheet be used?**

A. The supplemental sheets are to be used when completing a registration form and additional space is needed (typically for additional scars, marks, and tattoos, vehicles, addresses, etc). You do not need to attach supplemental sheets that have not been filled out (are blank) or supplemental sheets that have the same information provided as what is on the registration form.

**Q. When an offender is registering, should they report vehicles driven however do not own?**

A. Yes, any vehicle the offender operates on a regular basis should be written on the registration form regardless of whether or not the offender owns the vehicle or it is in their name.



## KSORT

JESSICA DULTMEIER - KBI

On September 18, 2012, the Kansas Bureau of Investigation released the KsORT (Kansas Offender Registration Tool) database to internal staff which resulted in various changes. The most noticeable change is the address of the public offender registration website. The address is now <http://www.kbi.ks.gov/registeredoffender>.

At this time there is no schedule for external KsORT training, please stay tuned for email notifications when a training schedule has been completed. Those who plan to utilize KsORT will need a token to log into the KCJIS web portal and full NCIC access. If you do not have NCIC full access you will need to contact the Kansas Highway Patrol, in addition the KHP is responsible for NCIC training; the KBI does not provide NCIC training. Once KsORT becomes available externally and if your agency plans to use KsORT electronically and no longer use paper registration forms please email Jessica Dultmeier at [Jessica.Dultmeier@kbi.state.ks.us](mailto:Jessica.Dultmeier@kbi.state.ks.us) to indicate so.

## OFFENDER REGISTRATION

JESSICA DULTMEIER - KBI

Friendly reminder that the KBI will no longer email the Sheriff's Office report to each county every month. Instead we have made the reports available on the KCJIS web portal for each agency to retrieve themselves. You may access your counties report at <https://www.kcjis.state.ks.us/Information/services/offreports/> and please follow the instructions at the top of the web page.



**OFFENDER REGISTRATION—CONTINUED**

The Offender Registration Working Group also known as ORWG, it is a multidisciplinary group consisting of representatives from law enforcement, prosecution, courts, community corrections, defense attorneys, the Kansas Juvenile Justice Authority, and the Kansas Department of Corrections. Meetings are held at least quarterly but as often as deemed necessary by the body of the ORWG. The ORWG is responsible for making suggestions and changes to the KORA. If you are interested in attending an ORWG meeting please contact [Sheila.Wacker@jocogov.org](mailto:Sheila.Wacker@jocogov.org) and you will be put on the ORWG distribution list. The next ORWG meeting is scheduled for Wednesday, January 9<sup>th</sup> at 1:00 in Jackson County, at the Jackson County Fair Building, Fifth & Dakota Holton, Kansas 66436 (Building is off Highway 75 at 5<sup>th</sup> and Dakota). If you would like to attend or have any specific items you would like on the agenda, please contact Sheila Wacker by e-mail at [Sheila.Wacker@jocogov.org](mailto:Sheila.Wacker@jocogov.org).

A few reminders:

- Never turn an offender away from registering for failure to have \$20.00, registration information, etc. This is for public safety, we always want up to the date offender information. Depending upon your County/District Attorney you may file failure to register charges for an offender who does not provide their \$20.00 or registering information at time of registration.
- Please do not give the KBI Offender Registration Unit contact phone numbers to offenders or the public. We ask that you please provide them with the Duty Phone 785-296-2841 and do not disclose staff member's last names.
- Always provide a copy of the registration form to the offender.
- If you need a witness from the KBI Offender Registration Unit, please address your subpoena's to Nicole Dekat. If I am unavailable, Shelia Sawyer-Tyler will attend in my place, if she is able.
- Offender's identifying number is now referred to as RO plus their assigned number, no longer SOP#####, but instead RO#####.

**KBI Offender Registration Unit – Contact Information**

Jennifer Voegeli, Senior Admin Specialist, phone (785) 296-1005,

E-mail [jennifer.voegeli@kbi.state.ks.us](mailto:jennifer.voegeli@kbi.state.ks.us)

Shawna Hanrahan, Senior Admin Specialist, phone (785) 296-6678,

E-mail [shawna.hanrahan@kbi.state.ks.us](mailto:shawna.hanrahan@kbi.state.ks.us)

**OFFENDER REGISTRATION—CONTINUED**

Katelyn Foxhoven, Senior Admin Specialist, phone (785) 296-7916

E-mail [Katelyn.foxhoven@kbi.state.ks.us](mailto:Katelyn.foxhoven@kbi.state.ks.us)

Shelia Sawyer-Tyler, Administrative Officer, phone (785) 296-6656,

E-mail [shelia.sawyer@kbi.state.ks.us](mailto:shelia.sawyer@kbi.state.ks.us)

Jessica Dultmeier, Program Consultant I, phone (785) 296-7915,

E-mail [jessica.dultmeier@kbi.state.ks.us](mailto:jessica.dultmeier@kbi.state.ks.us)

Nicole Dekat, Public Service Administrator II/Supervisor, phone (785) 296-8277,

E-mail [nicole.dekat@kbi.state.ks.us](mailto:nicole.dekat@kbi.state.ks.us)

**The above contact information is for registering law enforcement agencies only, please direct the public and offenders to the Offender Registration Duty Line.**

Offender Registration Duty Line (answered Monday-Friday 8:00 a.m. to 4:30 p.m.) (785) 296-2841

Offender Registration fax number (785) 296-6781.

**NEWS FROM THE KBI HELP DESK****SECUREMOTE 64-BIT COMPATIBILITY IS HERE**

We know everyone has been patiently waiting to use computers with 64-bit operating systems. The limiting factor has been SecuRemote's incompatibility with 64-bit. We will be rolling out a 64-bit version of SecuRemote by the end of November. The KBI Help Desk is working on the documentation for this new version and once it is complete we will make the download available. The 64 bit version of SecuRemote cannot be upgraded from a previous version. It is recommended that you completely uninstall any previous version of SecuRemote before installing the new version.

We do want to warn agencies that have CAD/MDT/RMS servers connected to the KBI with SecuRemote. The Check Point SecuRemote software was never designed to work with server operating systems. Some agencies have been able to install previous versions of SecuRemote and make it work. The KBI Help Desk will NOT support SecuRemote running on server operating systems.

Continued on Page 16

**NEWS FROM THE KBI HELP DESK—CONTINUED****FUNNY NAME SERIOUS BUISNESS**

Two topics have come up since the last issue of our KCJIS Newsletter concerning Names. When running a last name like O'Neil or McCall make sure to use the KDOR form. Due to NCIC and Hotfiles databases the KCS does not allow spaces in the last name. KDOR also has a quality control issue that could put the name O'Neil or McCall into their database as O NEIL or MC CALL. To insure a proper response from the KDOR database make sure you are using the KDOR form.

The second issue is about how hyphenated last names are stored in the Hotfiles database. When a warrant record is created with the name Jane Marie Doe-Smith the hyphenated last name is split apart to create another associated name Jane Marie Smith. There is no need to enter the Jane Marie Smith instance as an AKA for this record. That instance is already created and associated with the record within the database. If a query of Jane Marie Smith is submitted to the database the record for Jane Marie Doe-Smith will also hit.

**STATES WHO VOLUNTERLY SHARE DATA**

Information such as State Driver History, State Warrants and DL Photos must be voluntarily shared by each individual state. The next logical question would be, how do I know what states choose to participate in sharing their state information? The AM-HELP message key is available to CPI Messenger™ users within the forms tree by clicking on Nlets Miscellaneous Transactions folder then Help File Request. Once the form comes up click the 'BY NLETS' tab and submit the 'NLOLNHELP' code. This will return to your station two tables indicating what states participate in Driver History Sharing and DL Photo Sharing. To get the list of participating states for Out-of-State Warrants simply send an Nlets AM message key to destination 'NLSWQHELP'. You can expect to see the same table format as the Driver History and DL Photo sharing tables.

**KCS SPAWNING**

To get a RQ to spawn from a KCS transaction, the KCS needs the following fields populated: LIC, LIS, LIY and LIT. To get a DQ to spawn from a KCS transaction, the KCS needs the following fields populated: OLN, OLS.

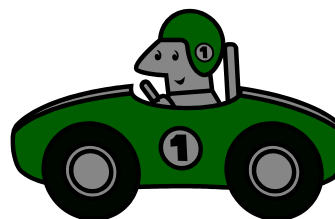
**RECORD VALIDATION**

KBI has recently implemented the VLN field for the NCIC Article file and has made the VLN field available for all Modify Article message keys. NCIC was contacted to find out how the Article file can be validated since it was not documented in the NCIC Manual. The NCIC CJIS unit will include this information in the next NCIC Manual update. The modify article VLN field works exactly how other VLN fields do in the other NCIC modify message keys.

## NEWS FROM THE KBI HELP DESK—CONTINUED

## NLETS VEHICLE

A new resource is available through the Nlets RQ message key to destination 'WA – Washington State' for the Yakama Nation Tribal license plates. All Yakama Nation plates will need to be queried with 'Y1N' prepended to the plate in the LIC field. Below are examples of the CPI Messenger™ RQ form populated with a test record followed by the response that comes back.



```
RR.WALIC0000
09:34 10/24/2012 08325
09:34 10/24/2012 06463 KSKBI0000
*MRI4060742
TXT
*** REGISTRATION DETAILS ***
VEHICLE REGISTRATION EFFECTIVE DATE: 2000-01-01
VEHICLE REGISTRATION EXPIRATION DATE: 2000-01-01

REGISTERED TO: REG FN REG LN
LEG OWNER
ADDRESS: LEG STREET; LEG CITY,XX 00000
MAILING ADDRESS: REG STREET; REG CITY,XX 00000

VEHICLE REGISTRATION PLATE ID: TESTREC
VEHICLE REGISTRATION PLATE TYPE: PC
PERMANENT REGISTRATION INDICATOR: false
VEHICLE DECAL: 1234

*** VEHICLE DETAILS ***
VEHICLE ID: VIN NUMBER
VEHICLE MODEL YEAR: 2012
VEHICLE MODEL TEXT: MODEL
VEHICLE PRIMARY COLOR: COLOR
VEHICLE SECONDARY COLOR: SEC COLOR
VEHICLE BRAND: MAKE
VEHICLE CMV INDICATOR: false
MRI 4060837 IN: NLI1 7465 AT 11:34 24OCT12
OUT: TPKKB004D 3 AT 11:34 24OCT12
```

## KDOR – VEHICLE

When running a temporary Tag make sure the 3D code is used in the SIT field of the KCS form. Also, please be aware if the tag is not expired and comes back as 'not on file' in a request, the owner has already 'converted' the temp tag to a regular tag.

## NEWS FROM THE KBI HELP DESK—CONTINUED

**MODIFY WANTED PERSON FILE**

The modification of a message key within the NCIC Wanted Person file is dependent upon the current record type. The below graphic is defining a permanent wanted person record type. A record type of Permanent Wanted (EW) can be modified to a Permanent Wanted with Caution (EW-C). A Permanent Wanted with Caution (EW-C) can be modified to Permanent Wanted (EW).



A record type of Wanted Temporary (ET) can be modified to Wanted Temporary with Caution (ET-C) or Permanent Wanted (EW) or Permanent Wanted with Caution (EW-C). If your record type is Wanted Temporary with Caution (ET-C) you may modify the record to Wanted Temporary (ET), Permanent Wanted (EW) or Permanent Wanted with Caution (EW-C).



With a current record type of Wanted Juvenile (EWJ) you can change the message key to Wanted Juvenile with Caution (EWJC). Finally, if your record type is Wanted Juvenile with Caution (EWJC) you may change the message key to Wanted Juvenile (EWJ).

**Attention TAC's!!**

When deactivating a KCJIS user in KACIS, remember to clear all security roles assigned to your user via the Configurator module in the OpenFox Desktop.



**NEWS FROM THE KBI HELP DESK—CONTINUED****LOST TOKEN**

If a token is reported lost and it is found within 48 hours, TAC's can simply e-mail the KBI Help Desk and ask for the token to be reset and made available for use. A phone call will not be accepted as a formal request. If a token is reported lost and **NOT** found within 48 hours, once the token is found the TAC will have to send a request on agency letterhead asking for the token to be reset.

*DL Return Field Definitions and Driving Record Codes are available on the KCJIS Web Portal by clicking on the Help Desk menu item. The 'KDOR Driving Record Codes' and 'DL Return Field Definitions' links are listed under the KANSAS DEPARTMENT OF REVENUE MODERNIZATION PROJECT header.*

**ZQ70 vs. ZQ71**

When running the ZQ70 and ZQ71 the returns look almost identical. Both returns will include the driver information such as name, DOB, Sex ... etc as well as driver history and alias information. There also is a 'banner' at the end of each return that looks like this:

\*\*\* CRIMINAL JUSTICE USE ONLY - DO NOT DISSEMINATE \*\*\*

This banner is included in both returns due to a requirement mandated by legislation. So, why keep both? The only difference between the two message key returns is the ZQ71 populates the SOC data while the ZQ70 maintains the field in the return however the actual SOC number is suppressed from the record. Keeping this in mind, we are to use the ZQ70 for non-criminal justice purposes while the ZQ71 is for criminal justice purposes only. As always be mindful of any traffic ran through the CJIS or KCJIS systems are for official business only.

**SPECIAL ANTIQUE TAGS**

Special antique license plates are usually alphanumeric. Plates issued prior to 1951 only have numbers and the numbers have to be the exact model year of the vehicles. A special antique plate for a truck or trailer built in 1951 or newer should have alpha characters for the county that originally issued the plate. SN1234 would be a Shawnee county issued tag with number 1234. A passenger vehicle will include the county abbreviation plus the first letter of the owner's last name. For example a special antique tag issued in Shawnee County to a person with last name starting with A in 1951 or more recent might have a tag number of SNA1234. It is important to remember that KDOR's database stores these tag numbers exactly as the letters and digits appear on the plate including the county imprint and any other letters on the plate.

## INSIDE STORY HEADLINE

**A&R**

Once you have received your search results in Archive and Retrieval you can select a single search result that will bring up the 'Archive Retrieval Client – Detail Window'. From this Detail Window you can select multiple rows to view as well as print from the A&R module.

**TOUs**

With help from CPI, the KBI rolled out new NCIC TOUs on September 23, 2012. Included were all TOUs from 2011 and all TOUs from 12-1 & 12-2. Here are the changes you can expect:

- All person record entries to NCIC have a new field for ethnicity. The ethnicity field will be present on wanted, unidentified, supervised release, protective interest, protection order, sex offender, identity theft, and gang records.
- There is a new field on wanted person records to indicate whether that person has additional offenses they are charged with besides the offense in the offense field. The additional offense field is a Yes/No/Blank field, so additional offenses must still be described in the Miscellaneous field.
- New for the wanted person records is the ability to validate detainers through the MDW message key.
- There is a new NCIC file called the Protective Interest file. This file is used to indicate when an agency has an interest to protect an elected official from a subject.
- The new QND message key to query the NICS (National Instant Criminal Background Check System) denied persons file. A new OPT field on article and vehicle transactions. The OPT field is to opt in or out of including the record in public dissemination lists made available by NCIC. There are three options for this field, IN, OUT, and a date. If you populate the OPT field with IN, you are opting to allow that record to be included in the public dissemination lists. If you populate the OPT field with OUT, you are opting to keep that record limited only to criminal justice agencies with access to NCIC. If you enter a date into the OPT field, you would enter a date sometime in the future. This indicates to NCIC that you are currently opting out of including the record in public dissemination lists, but at a date in the future you will allow it to be publically disseminated. An example of a reason you might opt out of including the record for public dissemination might be because of an ongoing investigation with a sensitive nature, such as a murder where an unknown suspect stole the owner's car.

**INSIDE STORY HEADLINE****Connections to the State Central Message Switch**

The KBI has traditionally allowed local agencies to connect their Computer Aided Dispatch (CAD), Mobile Data Terminal (MDT), or Records Management Systems (RMS) servers to the state central message switch at the KBI through a setup and testing process. The server connections have always been accomplished by use of the State Switch Access Protocol (SSAP), which used dot-delimited transactions to specify where each field started and stopped. With the new central message switch implemented at the KBI late last year, we have a new method to allow servers to connect called KSIP (Kansas Switch Interface Protocol).

KSIP uses a new transaction format structure based on XML which uses tags to identify the start and end of a particular field similar to how web pages are coded. This is beneficial in many ways and allows for customization of responses for downstream clients through the use of stylesheets. For example, on a DQ where you used to have a text-only response, you can now get the response in a box and include pictures, thereby making the response more readable and usable.

If your agency is interested in pursuing a connection to the State Central Message Switch, it is your responsibility to provide the documentation of the new protocol to your CAD/MDT/RMS vendor and request they program the interface on their end to the new KSIP protocol. The documentation for the KSIP protocol is available on the KCJIS Web Portal on the Services & Info page. Click on the link for 'Kansas Message Key Book and Specifications'. All of the needed documents are under the heading 'New Connections to the Central Message Switch'. The page can be viewed by clicking on this link:

<https://www.kcjis.state.ks.us/Information/OpMans/mkb/mkb.asp>





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